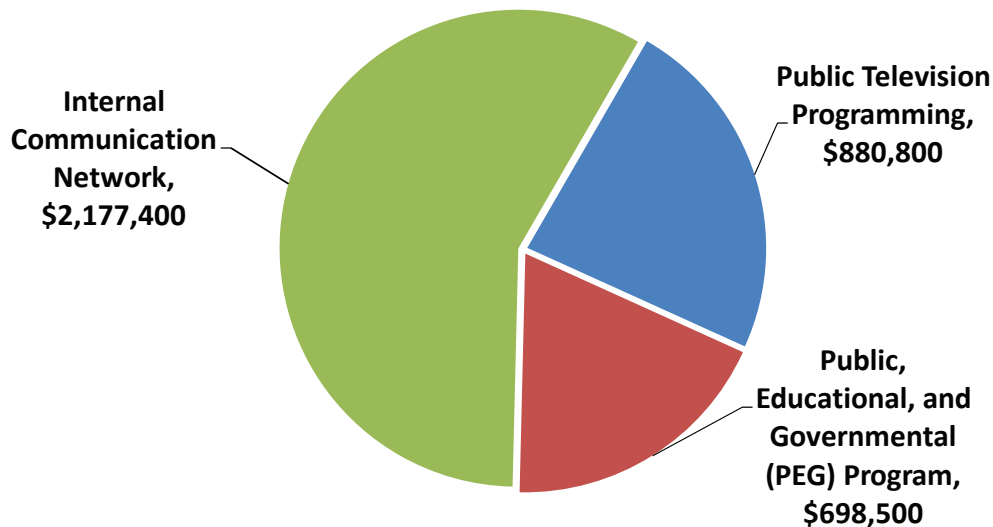


FISCAL YEAR 2017

Cable Franchise Operations

Total Requested Budget: \$3,756,700



	FY2016 Adopted	FY2017 Requested	Variance	% Change
Revenues	\$3,463,400	\$3,743,200	\$279,800	8.1%
Baseline Expenditures	3,463,400	3,679,800	216,400	6.2%
Surplus/(Deficit)	\$0	\$63,400	\$63,400	
New Requests	0	76,900	76,900	NEW
Total Expenditures	\$3,463,400	\$3,756,700	\$293,300	8.5%
Surplus/(Deficit)	\$0	(\$13,500)	(\$13,500)	

New Requests:

Charles County Branded Mobile Application	\$50,000	<i>Recurring cost \$20,000</i>
Part Time: Photo/Video Specialist	21,200	<i>Recurring cost</i>
Leadership Southern Maryland	4,100	<i>One-Time cost</i>
County Government Day	800	<i>Recurring cost</i>
Computer Equipment Upgrades	400	<i>One-Time cost</i>
Overtime	400	<i>Recurring cost</i>

Total New Requests: \$76,900

CABLE FRANCHISE FUND

	FY2016 Adopted	FY2017 Requested	Variance	% Change	FY2018 Projected
Public Television Programming and Internal Communication Network					
<u>Revenues</u>					
Franchise Fee	\$2,732,000	\$2,868,600	\$136,600	5.0%	\$2,954,700
I-Net Maintenance Fee	183,000	176,100	(6,900)	-3.8%	0
Total Revenues	\$2,915,000	\$3,044,700	\$129,700	4.4%	\$2,954,700
<u>Expenditures</u>					
Salaries	\$972,300	\$1,001,900	\$29,600	3.0%	\$1,052,000
Fringe	296,300	264,300	(32,000)	-10.8%	278,000
Operating	419,000	422,600	3,600	0.9%	435,300
Contingency	0	20,700	20,700	NEW	22,000
Transfers Out	1,417,700	1,217,700	(200,000)	-14.1%	1,017,700
CSM	52,300	54,100	1,800	3.4%	54,100
Total Baseline	\$3,157,600	\$2,981,300	(\$176,300)	-5.6%	\$2,859,100
New Position Requests	0	21,600	21,600	NEW	23,000
New Operating Requests	0	55,300	55,300	NEW	20,800
Total Expenditures	\$3,157,600	\$3,058,200	(\$99,400)	-3.1%	\$2,902,900
Operating Surplus/(Deficit)	(\$242,600)	(\$13,500)	\$229,100		\$51,800

Public, Educational, and Governmental (PEG) Program

<u>Revenues</u>					
PEG Grant	\$244,100	\$249,000	\$4,900	2.0%	\$256,500
PEG Maintenance Fee	304,300	319,500	15,200	5.0%	329,100
Fund Balance	0	130,000	130,000	NEW	0
Total Revenues	\$548,400	\$698,500	\$150,100	27.4%	\$585,600
<u>Expenditures</u>					
Equipment Purchases	\$0	\$8,600	\$8,600	NEW	\$8,900
Capital Outlay/Maintenance	204,300	79,600	(124,700)	-61.0%	82,000
Equipment Reserve	53,500	434,300	380,800	711.8%	447,300
CSM	48,000	46,000	(2,000)	-4.2%	47,400
Board of Education	0	130,000	130,000	NEW	0
Total Baseline	\$305,800	\$698,500	\$392,700	128.4%	\$585,600
Operating Surplus/(Deficit)	\$242,600	\$0	(\$242,600)		\$0
Net Income/(Loss):	<u>\$0</u>	<u>(\$13,500)</u>	<u>(\$13,500)</u>		<u>\$51,800</u>

FY 2017 REPLACEMENT VEHICLE AND EQUIPMENT LISTING

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
<u>Cable TV/I-Net Fund</u>				
<u>County Administrator</u>				
Media Services - CCGTV PEG Access Grant	48.03.147.204.0500.00			
Equipment Replacement		6,100	6,100	
<i>Requesting to replace current camera which is outdated. Cameras are necessary for our daily operations.</i>				
<i>Total County Administrator Cable TV Fund</i>		6,100	6,100	
<u>Fiscal Services</u>				
Information Technology - PEG Access Grant	48.04.12.204.0500.000			
I-Net Equipment		73,500	73,500	
<i>Replace (14) switches that were placed into service in 2005 and 2006. The switches have reached the end of their useful life and the County is unable to purchase parts or receive support to refurbish them. The estimated replacement cost of each switch is \$5,250.</i>				
<i>Total Fiscal Services IT Cable TV Fund</i>		73,500	73,500	
Total Cable TV/I-Net Fund		79,600	79,600	

Cable TV/I-Net

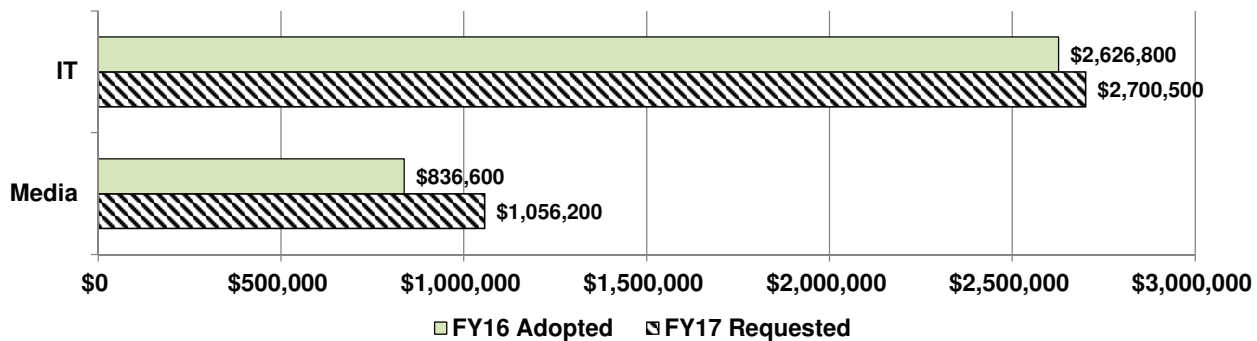
Department: Cable TV/I-Net
Division/Program: Administrative Services
Program Administrator: Crystal Hunt, Public Information Officer/Chief of Media Services
 Evelyn Jacobson, Chief of Information Technology

Account: 48 Fund
Fund: Special Rev.
Source: Srv. Charge

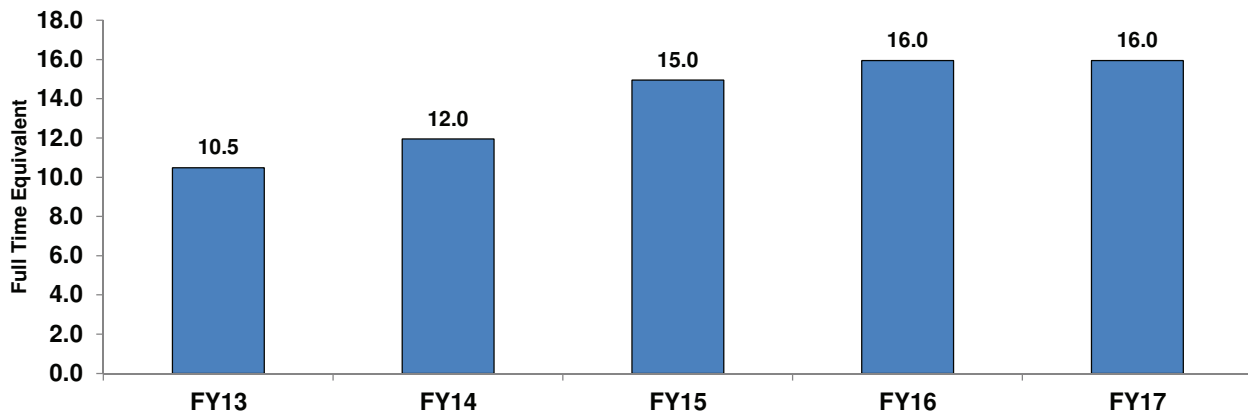
www.charlescountymd.gov/coadmin/ccgtv/ccgtv

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Requested	\$ Change FY2016 Amended	% Chg.
Personal Services	\$833,576	\$972,300	\$987,590	\$1,001,900	\$14,310	1.4%
Fringe Benefits	249,365	296,300	298,940	264,300	(34,640)	-11.6%
Operating Costs	239,644	419,000	412,270	431,200	18,930	4.6%
Agency Funding	79,089	100,300	100,300	230,100	129,800	129.4%
Operating Contingency	0	0	0	20,700	20,700	N/A
Transfers Out	4,735,435	1,417,700	1,417,700	1,217,700	(200,000)	-14.1%
Capital Outlay/Maintenance	138,913	204,300	281,710	79,600	(202,110)	-71.7%
Equipment Reserve	53,500	53,500	53,500	434,300	380,800	711.8%
Total Expenditures	\$6,329,522	\$3,463,400	\$3,552,010	\$3,756,700	\$204,690	5.8%
Revenues	\$7,079,629	\$3,463,400	\$3,552,010	\$3,743,200	\$191,190	5.4%

Cable TV/I-Net Expenditure and Staff History



Staffing History



Positions by Program:	FY13	FY14	FY15	FY16	FY17
Media	6.3	7.6	9.4	9.4	9.4
Information Technology	4.2	4.4	5.6	6.6	6.6
Total Full Time Equivalent	10.5	12.0	15.0	16.0	16.0

Media Cable TV/I-Net

Department:	County Administrator	Account:	48 Fund
Division\Program:	Media Services	Fund:	Special Rev.
Program Administrator:	Crystal Hunt, Public Information Officer/Chief of Media Services	Source:	Srv. Charge

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Requested	\$ Change FY16 Amended	% Chg.
Personal Services	\$425,439	\$473,400	\$484,570	\$478,800	(\$5,770)	-1.2%
Fringe Benefits	143,753	168,800	170,760	146,700	(24,060)	-14.1%
Operating Costs	139,840	76,400	69,670	89,100	19,430	27.9%
Agency Funding	79,089	100,300	100,300	230,100	129,800	129.4%
Operating Contingency	0	0	0	10,800	10,800	NEW
Transfers Out	20,435	17,700	17,700	17,700	0	0.0%
Capital Outlay	0	0	77,410	6,100	(71,310)	-92.1%
Total Baseline	\$808,556	\$836,600	\$920,410	\$979,300	\$58,890	6.4%
New Requests (see attached)				\$76,900	\$76,900	NEW
Total Expenditures	\$808,556	\$836,600	\$920,410	\$1,056,200	\$135,790	14.8%

Changes and Useful Information:

- **Personal Services** is decreasing due to one-time bonuses received in FY2016..
- The **Fringe Benefits** decrease is the result of lower Pension rate and Health and Dental participation.
- The **Operating Costs** budget increase is due to the following reasons:
 - Equipment is increasing by \$8,600 in the CCGTV Division, PEG Access Grant Subdivision to cover equipment purchases for studio use.
 - The Training account is increasing \$5,800 but is being offset by a decrease in Employee Education in the amount of (\$4,200). This results in a net increase of \$1,600 greater than the FY2016 Amended Budget. The \$1,600 is broken down as follows: increase PIO Training \$800 back to the FY2016 Budget Level; increase CCGTV \$900; a (\$100) decrease in Media Services.
 - Increases in Dues & Subscriptions of \$3,830 is to account for the Full Cost of the Public Information Office's (PIO) VOCUS database and Media Services bi-annual Flickr renewal.
 - Printing is increasing \$2,200 to cover costs associated with Media Services printing of Annual Report and Business Cards. In addition to CCGTV's DVDs to be printed in FY2017.
 - A \$1,900 increase in Equipment Repairs and Maintenance to cover anticipated repairs in CCGTV.
 - An increase in Community Promotions of \$1,130 to cover costs associated with the County Fair and for hosting Public
 - Consultant was increased by \$600 for CCGTV based on FY15 activity.
 - CCGTV Office Supplies was increased by \$300 based on last year's expenditures.
 - PIO's PDA Telephone account was increased by \$200 to cover two phone reimbursements and one county phone.
 - Computer Allocation was decreased by (\$630) to cover the associated costs with seven (7) Adobe Creative Suite
 - Contract Services decreased by (\$300) based on previous years activity.
 - Operating Costs also includes the continuation of the promotion Get Connected to Charles County Government and other media promotions which was budgeted in FY2016 at \$4,500.
- **Agency Funding** represents funds provided to the College of Southern Maryland for public TV broadcasts in the amount of \$100,100 and to the Charles County Board of Education for Television Station Equipment Replacement and Upgrades in the amount of \$130,000.
- **Operating Contingency** represents the equivalent cost of a potential employee merit increase for FY2017.
- For FY2017, **Transfers Out** represents the funding for 50% match on the Mass Notification System Grant.
- **Capital Outlay/Maintenance** is the associated cost for replacing equipment.

Description:

The I-Net is an internal wide area communications network linking over 90 county government, educational & public facilities. It provides high capacity, cost effective, voice, video & data applications including video conferencing, distance learning/training, Internet access & security monitoring, and central & expanded communications services.

The maintenance and operation of the I-Net is covered by this fund.

Media Cable TV/I-Net

Department:	County Administrator	Account:	48 Fund
Division\Program:	Media Services	Fund:	Special Rev.
Program Administrator:	Crystal Hunt, Public Information Officer/Chief of Media Services	Source:	Srv. Charge

CCGTV SUPPORT SERVICES

VIDEO PRODUCTION

- Provide installation/maintenance support for Commissioner Room HD Video Cameras.
- Provide installation/maintenance support for Commissioner Room HF Audio system.
- Provide installation/maintenance support for Nonlinear Real-Time Video editing system.
- Provide installation/maintenance support for Video Scheduling/Play Back system.
- Provide installation/maintenance support for Video Server Storage system.
- Provide installation/maintenance support for Real-Time Web Streaming Video system.
- Provide installation/maintenance/production support for Web Media File production of Commissioner's meetings.

VIDEO CAPTIONING

- Create MP3 file for each Commissioner meeting.
- Coordinate Transcription Process.
- Convert Captioned Video for Web Media Format.
- Render Captioned Video for broadcast.
- Archive/Catalog Video Files.

Positions:

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Public Info. Officer/Chief of Media Services	1.0	1.0	1.0	1.0	1.0
Station Manager	1.0	1.0	1.0	1.0	1.0
Video Production Specialist	1.0	1.0	2.0	2.0	2.0
Media Specialist	1.0	1.0	1.0	1.0	1.0
Assistant Graphics Designer	0.0	0.0	1.0	1.0	1.0
Public Information Specialist	1.0	1.0	1.0	1.0	1.0
Communications Coordinator	0.0	0.0	1.0	1.0	1.0
Part Time Help	1.3	2.6	1.4	1.4	1.4
Total Full Time Equivalent	6.3	7.6	9.4	9.4	9.4

Objectives & Measurements:

	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i>Objective: To design, procure, configure, manage, and troubleshoot configuration of County Network Video Systems.</i>					
<u># of Live Broadcasts Commissioners Board</u>	123	128	100	115	115
- Liquor Board	11	12	12	12	12
- Planning Commission	25	25	20	20	20
- Board of Appeals	15	14	13	13	14
- Board of Fire & Rescue	11	12	12	11	11
- County Commissioners	61	65	43	50	50
<u># of In-house Produced Programs</u>	140	140	197	200	200
- Safety Matters	11	0	3	5	8
- CC Sheriff's Office	1	2	7	8	8
- Public Service Announcements (PSA's)	50	35	40	50	55

Tapes are aired daily every week of the year

Community Bulletin Board runs 24/7, which is updated three times a week

# of requests for copies of broadcasts supplied via VHS or DVD	90	251	65	70	70
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Emergency messaging on CCGTV	*	*	10	10	10
Audio only meetings (Animal Control, Nuisance BD)	*	*	23	25	25

*Performance measurements for Emergency messaging and Audio only meetings began in FY2015.

Information Technology Cable TV/I-Net

Department:	Fiscal & Administrative Services	Account:	48 Fund
Division/Program:	Information Technology - Administration	Fund:	Special Rev.
Program Administrator:	Evelyn Jacobson, Chief of Information Technology	Source:	Srv. Charge
www.charlescountymd.gov/coadmin/ccgtv/ccgtv			

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Requested	Variance FY16 Amended	% Chg.
Personal Services	\$408,137	\$498,900	\$503,020	\$523,100	\$20,080	4.0%
Fringe Benefits	105,612	127,500	128,180	117,600	(10,580)	-8.3%
Operating Costs	99,804	342,600	342,600	342,100	(500)	-0.1%
Operating Contingency	0	0	0	9,900	9,900	NEW
Transfers Out	4,715,000	1,400,000	1,400,000	1,200,000	(200,000)	-14.3%
Capital Maintenance/Outlay	138,913	204,300	204,300	73,500	(130,800)	-64.0%
Equipment Reserve	53,500	53,500	53,500	434,300	380,800	711.8%
Total Expenditures	\$5,520,966	\$2,626,800	\$2,631,600	\$2,700,500	\$68,900	2.6%

Changes and Useful Information:

- **Personal Services** is increasing due to turnover.
- The **Fringe Benefits** decrease is mainly due to a decrease in Pension netted against FICA, and Worker's Compensation increases.
- **Operating Costs** are decreasing due to:
 - Decrease in the Consultant budget of (\$28,400) assuming the renegotiation of the Comcast Franchise Agreement is complete.
 - A reduction of (\$6,200) in the Equipment account.
 - Includes a (\$3,000) decrease in the Legal Fees account which is being offset by a \$3,000 increase in Training.
 - A (\$1,900) decrease in the Computer Allocation account.
 - Contract Services is increasing by \$35,600 to cover costs associated with Vulnerability testing.
 - A \$400 increase in Dues & Subscriptions based on FY15 actuals.
- **Operating Contingency** represents the equivalent cost of a potential employee merit increase for FY2017.
- **Transfers Out** represents the funding provided to the General Fund operations.
- The increase in **Capital Outlay** is due to the associated costs of replacing I-Net equipment.
- The **Equipment Reserve** account is used for future replacement of the network core switch and other infrastructure.

Description:

Responsible for the maintenance and operation of the I-Net.

Positions:	FY13	FY14	FY15	FY16	FY17
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief Information Officer	0.5	0.5	0.5	0.5	0.5
Network Manager	0.3	0.3	0.3	0.3	0.3
I.T. Security Specialist	0.0	0.0	0.0	1.0	1.0
Network Spec. III	1.8	1.8	1.8	1.8	1.8
Telecommunication Specialist	1.0	1.0	1.0	1.0	1.0
Technical Support Specialist (Part Time)	0.5	0.7	0.7	0.7	0.7
Part-Time	0.0	0.0	1.2	1.2	1.2
Total Full Time Equivalent	4.2	4.4	5.6	6.6	6.6

FY 2017 New Position Requests - Special Revenues

POSITION	HIRE	FTE	GRADE	SALARY	FRINGE	OPERATING	TOTAL
Cable TV/I-Net							
<u>Media Services - PIO</u>							
Overtime				\$300	\$100	\$0	\$400
<i>On call 24 hours a day. Staff is required to respond outside of normal operating hours for inclement weather etc. The past 2 years the account has needed funds transferred.</i>							
<u>Media Services - CCGTV</u>							
Part Time:							
Photo/Video Specialist		0.6		\$19,300	\$1,900	\$0	\$21,200
<i>Anticipate an increase in photo requests, and to help with coverage of special events</i>							
Total -Cable TV/I-Net Fund		0.0		\$19,600	\$2,000	\$0	\$21,600

FY 2017 New Operating/Capital Request Request Greater than Baseline

Item Description	Justification	Value of Request	Additional Operating	Direct Purchase	1/2 Year Lease
Cable TV/I-Net Fund					
<u>County Administrator</u>					
Media	48.03.141.0503.000				
Computer Equipment		400		400	
1) New monitor for Tina Kozloski. Current monitor is about 10 years old and the top of the screen is starting to fade. 2) Replace Jenn Davis' computer with a setup similar to Tina Kozloski's. Jenn's computer is more than 4 years old.					
Total Media		400		400	
Public Information Office	48.03.146.0503.000				
Charles County Branded Mobile Application		50,000		50,000	
To submit a formal proposal for a Charles County Branded Mobile Application. This is a follow up to Commissioner Davis' request to provide a user-friendly way for citizens to stay informed.					
Leadership Southern Maryland		4,100	4,100		
Requesting one-time increase to attend the 2017 Leadership Southern Maryland. Tuition cost is \$4,100.					
County Government Day - Promotion		800	800		
Expected expenses of a proposed idea discussed with Commissioner Murphy for a County Government Day.					
Total Public Information Office		54,900	4,900	50,000	
Total County Administrator Cable TV Fund		55,300	4,900	50,400	
Total Cable TV/I-Net Fund		55,300	4,900	50,400	